

**PUJA MUKHERJEE**

@ pujam530@gmail.com

9123785123

4 Kenaram Ganguly Road, Barisha, Kolkata-700008



## Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## Experience

### RTNS

*1.11.2015 - 21.9.2017*

Help desk Coordinator

Handle customer downcall

Customer call update on CRM

Co-ordinate with customer to resolve VSAT problem

Downcall data sheet maintain

Mailing

Have also done installation and de-installation work

### LVS Earthmovers Pvt. Ltd.

*1.10.2017 - 2.8.2018*

Back office accountant

Keep track of regular sale and purchase

Maintain datasheet in excel on basis

Mailing

Handling checks and daily check reconciliation statement

### Unik Holidays Pvt. Ltd.

*24.4.2019 -*

Office Assistant

Excel datasheet maintain

Tele calling

Mail sending

Invoice maintain

Done typing

## Education

Children Welfare Association High School

*2010-11*

Higher Secondary

B

## Date Of Birth

20-02-1993

## Current Salary

12,000 in hand

## Skills

Have done basic CITA course

Diploma course on DTP

Advance Excel & Microsoft Office

## Interests

Singing

Cooking

Traveling

Computer

## Language

Bengali

English

Hindi